

# Production Records for the Summer Food Service Program

Section [7 CFR 225.15 \(b\)\(3\)](#) of the U.S. Department of Agriculture's (USDA) regulations for the Summer Food Service Program (SFSP) requires SFSP sponsors to maintain records of participation and preparation or ordering of meals. Production records are not required. However, the Connecticut State Department of Education (CSDE) encourages all summer meal sites to use production records because they provide the required documentation that meals and snacks meet the SFSP meal patterns.

Production records are working tools that outline the type and quantity of foods that need to be purchased and available for the meal service. They document that the summer meals site serves reimbursable meals and snacks. The USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG) assists menu planners with determining the amount of purchased food that meets the meal pattern requirements.



Production records also provide valuable information to help SFSP sponsors with menu planning, forecasting products and amounts, purchasing foods, controlling waste, and identifying acceptable menu items. Table 1 summarizes what production records should include and when SFSP staff should complete the information.

Table 1. Using production records in the SFSP	
Complete <i>before</i> meal service	Complete <i>after</i> meal service
<ul style="list-style-type: none"><li>• Name of site</li><li>• Meal date</li><li>• Meal type (breakfast, lunch, supper, snack)</li><li>• All planned menu items including all meal choices, food components, types of milk, leftovers, substitutions, and noncreditable foods (e.g., condiments)</li><li>• Recipe name and number, or product name and code</li><li>• Planned serving size and number of servings for reimbursable meals and, if applicable, nonreimbursable meals, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals</li></ul>	<ul style="list-style-type: none"><li>• Temperatures (complete throughout meal service) <sup>1</sup></li><li>• Total amount/quantity of food prepared (based on the FBG) for each food item or menu item, e.g., number of servings, pounds, cans, and pieces</li><li>• Amount of leftover food for each food item or menu item</li><li>• Total amount of food served</li><li>• Number of reimbursable meals served to children</li><li>• Number of nonreimbursable meals served, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals</li></ul>
<p><sup>1</sup> Staff should record temperatures throughout the meal service to ensure that hot foods are held at 140 °F or above and cold foods at held at 41 °F or below. For additional guidance, visit the CSDE's <a href="#">Food Safety for Child Nutrition Programs</a> webpage.</p>	

# Production Records for the SFSP

SFSP sponsors that do not use production records must develop an alternate system to document the amount of foods purchased and the serving sizes provided for each meal and snack, such as maintaining a list of the serving size and amount purchased for each menu item. Menu planners should use the FBG to determine how many servings a specific quantity of food will provide. In addition, all SFSP sponsors must maintain the required crediting documentation for commercial products and foods made on site. This includes the planned menu, standardized recipes, Child Nutrition (CN) labels, product formulation statements, and documentation to reflect any substitutions to the planned menu.

For information on the required documentation for commercial products, see the CSDE's handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements* and *Accepting Processed Product Documentation in the SFSP*; the USDA's document, *Tips for Evaluating a Manufacturer's Product Formulation Statement*; and visit the [Crediting Commercial Processed Products in the SFSP](#) section of the CSDE's SFSP webpage. For information on the required documentation for foods made on site, see the CSDE's form, *Standardized Recipe Form for the SFSP*, and visit the [Crediting Foods Prepared on Site](#) section of the CSDE's SFSP webpage.

## Sample Production Records

The CSDE has four sample production records that SFSP sponsors may use or adapt to fit individual program needs. The production record forms include:

- SFSP Production Record for Breakfast and Lunch/Supper;
- SFSP Production Record for Breakfast and Snack;
- SFSP Production Record for Lunch/Supper and Snack; and
- SFSP Production Record for Meal Pattern Components.

The sample production records are available in the “[Production Records](#)” section of the CSDE's SFSP webpage.

## Guidance for Completing Production Records

Correctly completed production records provide accurate documentation for SFSP sponsors. SFSP sponsors should ensure that staff:

- complete all information and check for missing or incomplete information;
- record the information legibly, i.e., handwriting can be read;
- use the proper weight or volume measure for the serving of each food item, e.g., cups for fruits and vegetables (see “Volume versus Weight” on page 3);
- enter the number of servings, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used;
- list the type of milk served;
- list all condiments;

# Production Records for the SFSP

- list portion sizes accurately and check that they are the same as what is actually served to children;
- list all items prepared for the meal, including alternate meal choices, if available;
- record the “planned” servings;
- list nonreimbursable meals and snacks separately from reimbursable meals and snacks;
- list any unplanned amounts of food added during the meal service;
- indicate if any substitutions are made or leftovers are used; and
- use a production record for each site.

SFSP sponsors should maintain production records on file with other SFSP documentation. The CSDE will review menu documentation (including production records, if available) during the Administrative Review of the SFSP.

## Volume versus Weight

Menu documentation records must reflect the servings required by the SFSP meal patterns. For example, the SFSP meal patterns require a specific volume for the vegetables/fruits component (cups) and some foods in the meat/meat alternates component, such as peanut butter (tablespoons) and legumes (cups). Therefore, menu documentation records for SFSP menus must list the servings of vegetables/fruits, peanut butter, and legumes by volume, not weight (ounces).

Fluid ounces (volume) and ounces (weight) are not the same. Volume is the amount of space an ingredient occupies in a measuring container. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart and gallon. The weight of a volume measure of food varies depending on the density of the food. For example,  $\frac{1}{2}$  cup of lettuce weighs less than  $\frac{1}{2}$  cup of canned peaches; and 1 cup of whole-grain cereal weighs less than 1 cup of baked beans.



For most foods, a specific measure of volume generally does not equal the same measure of weight, e.g.,  $\frac{1}{2}$ -cup (4 fluid ounces) does not weigh 4 ounces. Yogurt is an exception; a  $\frac{1}{2}$ -cup serving and 4 ounces (weight) are equivalent.

For information on weights and measures, see the Institute of Child Nutrition’s (ICN) handout, *Basics at a Glance*, and the “Weights and Measures” section of the CSDE’s SFSP webpage.

## Resources

Basics at a Glance (ICN):

<https://theicn.org/icn-resources-a-z/basics-at-a-glance/>

Child Nutrition (CN) Labeling Program (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CNlabel.pdf>

# Production Records for the SFSP

Crediting Foods in the SFSP (Documents/Forms section of CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Meal Patterns for the SFSP (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MealPatterns>

Noncreditable Foods in the SFSP (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/NoncreditableFoodsSFSP.pdf>

Product Formulation Statements (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/PFS.pdf>

Production Records (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#ProductionRecords>

Resource List for Food Safety in Child Nutrition Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesFoodSafety.pdf>

Resource List for Menu Planning and Food Production in Child Nutrition Program (CDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesMenuPlanning.pdf>

Resources for the SFSP Meal Patterns (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/ResourcesSFSPMealPattern.pdf>

SFSP Menu Planning (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MenuPlanning>

Standardized Recipe Form for the SFSP (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/StandardizedRecipeSFSP.pdf>

Tips for Evaluating a Manufacturer's Product Formulation Statement (USDA):

<https://fns-prod.azureedge.net/sites/default/files/resource-files/manufacturerPFStipsheet.pdf>

Weights and Measures (Documents/Forms section of CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#WeightsMeasures>

# Production Records for the SFSP



For more information, visit the [Production Records](#) section of the CSDE's SFSP webpage, or contact the [Summer Meals staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/ProductionRecordsSFSP.pdf>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).